



# **SPECIAL EVENT VENDOR FORM**



Town of Florence, Town Clerk's Office  
P O Box 2670 / 775 N. Main Street  
Florence, Arizona 85132  
Phone: 520-868-7574 or 520-868-7500  
Fax: 520-868-7564  
TDD: 520-868-7502  
[www.florenceaz.gov](http://www.florenceaz.gov)

### **Special Event Annual Exemption Vendor Application Instructions:**

**Any participant** wishing to be part of a Special Event is required to obtain a Special Event Vendor Permit for the event **prior** to the event. The fee may be waived if you qualify for one of the exemptions listed below; and you may choose to apply for annual exemption as well.

#### **Exemptions:**

- The practice, transaction or carrying on of any business, game or amusement, calling, profession or occupation which is solely engaged in delivery;
- By an agency or department of the United States Government for which the government has failed to make provisions allowing states and municipalities to so tax;
- Hospitals, whether or not operated for profit;
- Physicians, surgeons or nurses not engaged in private practice;
- Rental units of three or less, if in a Noncommercial Zoning District;
- Sellers of agricultural produce grown within the town by the seller;
- Religious, charitable or other nonprofit organizations, institutions or associations;
- Any hobby or crafts sales in which the seller is the creator or a non-paid representative of the creator and for which the gross sales of each hobbyist and craftsperson shall not exceed \$3,000 in any 12 month period of time; and
- Employees of any business, game or amusement, calling, profession or occupation either possessing a business license or exempt from having to possess a business license.
- Businesses that have an active business license
- Any For-Profit participant who is **only** distributing literature **and/or** distributing items **free of charge**, and who is not vending, may also be exempt from the vendor permit fee.

**The Town will review each application on a case-by-case basis to determine exemption status.**

**The Vendor Permit must be posted in a conspicuous place during each event.**

**You must provide a copy of the annual permit to each event organizer.**

**You are still required to pay any fee(s) as required by the organizer to participate in their event.**



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### SPECIAL EVENT VENDOR APPLICATION

<b>Type of Permit:</b> <input type="checkbox"/> Single Event Permit <input type="checkbox"/> Annual Permit	<u><b>For Single Event Permit Only:</b></u> <b>Please complete name of event and event date.</b> <b>Name of Event:</b> <b>Event Date:</b>	
<b>Applicant Name:</b>		
<b>Participant/Business/ Organization Name:</b>		
<b>Physical Address City, State, Zip:</b>		
<b>Mailing Address City, State, Zip:</b>		
<b>Phone Number:</b>		
<b>Do you have an existing business in Florence?</b>	<input type="checkbox"/> Yes: Current TOF Business License No: _____ <input type="checkbox"/> No	
<b>If you do not have an existing business license, specify your business type for exemption:</b>	<b>Basis for Exemption:</b> <b>Tax Exemption Number:</b> _____ <input type="checkbox"/> Delivery of materials or literature only (no sales) <input type="checkbox"/> Handmade crafts with sales of less than \$3,000 annually <input type="checkbox"/> Hospitals or physicians not engaged in private practice <input type="checkbox"/> Religious <input type="checkbox"/> Non Profit	
<b>Tax Exemption No. or Social Security No. (Required to obtain annual exemption):</b>		
<b>Detailed description of what you will sell or services you will offer at the events:</b>		
<p align="center"><b>BY APPLYING FOR THE ANNUAL EXEMPTION VENDOR PERMIT, I WILL:</b></p> <ul style="list-style-type: none"> <li>– Provide copy of annual permit to each event organizer that I will attend.</li> <li>– Post annual permit in a conspicuous place throughout each event.</li> <li>– Notify the Town Clerk's Office of any changes within 15 days of change.</li> <li>– Ensure that my permit is valid for the calendar year in which I am attending events.</li> </ul> <p align="center"><b>PERMIT IS VALID FOR CALENDAR YEAR ONLY (JANUARY 1 – DECEMBER 31).</b></p>		
<b>Applicant Signature:</b>	<b>Date:</b>	
<b>TO BE COMPLETED BY TOWN CLERK'S OFFICE</b>		
<b>Approved by:</b>	<b>Permit No.</b>	<b>Date Issued:</b>